

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEM OF CARE



**TRANSFER OPPORTUNITY**

**Restricted to Department of Mental Health (DMH) Employees**

**PSYCHIATRIC SOCIAL WORKER II or  
MENTAL HEALTH CLINICIAN II**

The Adult System of Care (ASOC), Full Service Partnership (FSP) Administrative Team is seeking an enthusiastic, motivated, experienced individual to fill the positions of Psychiatric Social Worker II or Mental Health Clinician II. The primary responsibilities include; providing technical assistance and support to Adult Directly Operated and Contracted FSP Providers, as well as reviewing, authorizing, and tracking Adult FSP referrals. It is imperative the candidate identified is able to conduct and participate in a multitude of meetings and trainings with FSP providers.

**ESSENTIAL JOB FUNCTIONS:**

- Meets with Adult FSP Providers, Service Area Navigators, and other Bureaus as needed to collaborate on FSP client and provider needs.
- Reviews and authorizes Adult FSP referrals, enters data into the FSP tracking database and prepares FSP reports as needed for ASOC, the Service Areas and Providers.
- Coordinates and leads regularly scheduled Adult FSP provider meetings, Adult Navigation meetings, and Directly Operated Team Leader meetings.
- Possesses the knowledge and experience to participate in ad hoc workgroup meetings as requested.
- Establishes relationships and ongoing communication with DMH Directly Operated and Contract agencies, Service Area Administration and Community Partners to address barriers to services as they arise.
- Provides over site and support for review of Client Supportive Services Funds Expenditures.
- Attends Adult FSP related meetings in the Service Areas (including IMPACT meetings) and represents ASOC at collaborative meetings with other Bureaus (CHEERD, CRM, PG, Implementation Unit, etc.).

**ESSENTIAL QUALIFICATIONS:**

- Outstanding interpersonal, oral, and written communication skills.
- Ability to collaborate with multiple agencies to develop improved protocols to improve barriers to treatment.
- At least 1 year experience working with an Adult FSP program or a program with a similar level of care.
- Strong public speaking and training skills.
- Knowledge of all Microsoft applications.
- Knowledge of the IS system and Cognos.

Qualified applicants may submit their resume, letter of interest, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Thursday, July 25, 2013** to Jenny Becerra at [jbecerra@dmh.lacounty.gov](mailto:jbecerra@dmh.lacounty.gov) or **550 S. Vermont Avenue, 3<sup>rd</sup> floor, Los Angeles, CA 90020**. Please call (213) 738-4620 if you have any questions.